

INTERESTED IN A POLICE CAREER?

The Enfield Police Department Announces a Written Exam for the Position of **Police Officer**

NO PRIOR EXPERIENCE REQUIRED - EXCELLENT TRAINING PROGRAM -
SALARY: 46,883 - 57,658 (contract under negotiation)

The Enfield Police Department is seeking applicants interested in a police career. No prior experience is required and applicants who are hired will go through an extensive training program. Applicants must pass the following:

- A physical fitness assessment to determine your strength, agility and general physical fitness.
- A written test to assess your ability to learn new material, to reason, to solve problems and apply sound situational judgment.
- A writing exercise to assess your ability to write clearly and correctly.

Later phases of the process will include oral examinations, polygraph (lie detector) test, background investigation, psychological examination, medical examination and drug testing.

Applicants must have a high school diploma or the equivalent, be at least 20 years old at the time of testing, and at least 21 at the time of hire (this is a state requirement for admission to the Police Officer Standards and Training (POST) academy program).

There is a twenty-five (25) dollar application fee for this process, which must be sent along with your completed application.

For a complete application packet go to one of these websites:

www.enfield-ct.gov
www.policecertification.com

You may also pick up an application package at the Enfield Police Department, Library or Town Hall, or call (860) 253-6345.

Your completed application must be postmarked on or before **July 25, 2006**. **Late applications will not be accepted.**

IMPORTANT DATES

July 25, 2006	Completed application and \$25 application fee is due. Make fee payable to <i>Town of Enfield</i> .
July 25, 2006	You must pass the CHIP physical ability assessment (40th percentile) and have a current CHIP certification card at the time of the written test to be considered further. WAIVED - no CHIP card required for exam.
August 5, 2006	Date of written test. You must take the test on this date. There will be no makeup dates. Check-in is at 8:30 a.m. Test begins at 9:00 a.m. <i>Late arrivals will not be admitted into the examination.</i>

NOTE: For information on obtaining a CHIP card, call CHIP at 203-235-5865 or visit their web site at www.policecertification.com

The Town of Enfield
Announces a Written Exam
for the Position of

Police Officer

Application Deadline:
Tuesday, July 25, 2006

Salary Range: 46,883 - 57,658
(contract under negotiation)

Discrimination because of race, color, sex or sexual orientation, religion, age, national origin, disability or veteran's status is prohibited by law. The Town of Enfield actively supports this legislation. EOE/AA/M/F

Application Requirements

1. Town of Enfield Police Officer Application on *pages 9 -12*
2. ~~CHIP Physical Ability Certification Card (applicants must have a current CHIP card to take the exam. If you do not have a CHIP card, you should apply for one at the earliest possible date. Dates and information are enclosed in this application packet on *pages 5 - 8. Last day to test prior to written exam is July 15, 2006.*~~
WAIVED - the CHIP card is not required to take the written exam at this time.
3. **Application Fee or Application Fee Waiver Form** (included in this application packet)
A non-refundable \$25 application fee must be enclosed with this application. Applications received without the fee or Fee Waiver form will not be accepted for consideration.
4. Mark your calendar for the date of the exam, August 5, 2006 at 9:00 a.m.

Applications must be postmarked or received by the Human Resources Department no later than 5:00 p.m. on JULY 25, 2006 to be considered. Late applications will not be accepted.
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Minimum Qualifications

EXPERIENCE AND TRAINING: Graduation from high school or equivalent. Must meet eligibility requirements of the Connecticut Municipal Police Training Council (POST).

TRAINING: Must successfully complete a mandatory course at the Police Training Academy; graduation from high school or its equivalent as evidenced by possession of a state high school diploma issued by the State Board of Education. Must attend and successfully complete any training program either mandated by law or by the Police Department. Must attend and successfully complete any non-mandatory training program voluntarily accepted; must attend and successfully complete any mandatory refresher courses or tests of ability designed to ensure skill and knowledge in areas of performance.

LICENSE: Must possess and maintain a valid Connecticut motor vehicle operator's license and satisfactory driving history. *An individual may not be considered for appointment if he or she has had a major violation within a three-year period, four or more motor vehicle violations other than major within a three-year period, or suspension or revocation of a license for any reason in the past five years. A valid Driver's License is required at the time of appointment.*

RESIDENCY REQUIREMENT: Candidates must be U.S. Citizens and shall be required to reside within twenty-five (25) miles of the boundaries of the Town within one (1) year of appointment.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of simple arithmetical procedures; knowledge of the meaning of common words, phrases and terms; ability to spell common words; ability to read and interpret simple passages; ability in elementary reasoning such as drawing accurate inferences from problems presented; ability to follow simple written and oral instructions; ability to deal with the public in a courteous manner, but varying one's technique as the situation demands; ability to apply various established department rules and procedures and laws and ordinances to situations.

PERSONAL ATTRIBUTES: Physical and mental courage, honesty and loyalty; integrity; neat personal appearance; ability to work under unpleasant working conditions; emotional stability; ability to observe and recall details; ability to think quickly and act decisively in emergencies. Candidates must meet the highest legal and ethical standards. *No applicant will be accepted with any drug related conviction, felony conviction, conviction for any Class A or Class B misdemeanor or any conviction for domestic violence.*

NOTE: *Applicants may exclude any convictions or arrests which have been erased from your record pursuant to Connecticut General Statutes §§ 46b-146, 54-76o or 54-142a. Erased records include the following: (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or "nolled"; (d) a criminal charge for which the person was found not guilty; and (e) a conviction for which the person received an absolute pardon. For erased convictions or arrests you are considered to have never been arrested and may swear so under oath.*

GENERAL STATEMENT OF DUTIES: Duties involve routine police work, following clearly prescribed standard police practice and involving straight-forward application of readily understood department rules and procedures.

SUPERVISION RECEIVED: Works under supervision of a Sergeant who issues instructions regarding work assignments and who checks work for conformance to instructions and department rules and procedures.

ESSENTIAL JOB FUNCTIONS: Patrols an assigned area on foot or in car to enforce State and local laws and ordinances and to prevent, detect, and investigate crimes; checks premises of business establishments, residential areas, and town properties to enforce laws and prevent or investigate violations; investigates complaints, crimes, motor vehicle violations, etc.; makes arrests for violations of laws or ordinances; interrogates suspects and witnesses and takes written statements; prepares simple written reports of investigations and activities encountered during the tour of duty; drives or escorts ambulance and administers first aid; directs traffic as required; testifies in court; plans, organizes and executes arrest warrants; books and fingerprints persons taken into custody; protects crime scenes and collects evidence and information; executes motor vehicle stops; conducts searches and seizures; regular and punctual attendance.

PHYSICAL EXAM: Candidates will undergo a rigorous background check, including a physical and psychological exam and a polygraph, before any offer of employment. An applicant may be disqualified for poor employment history, recent use of or sale of illegal drugs, or previously undetected criminal activity. *Any omission, falsification, fabrication, lie or misleading statement will automatically result in disqualification from further consideration with the Town of Enfield.*

Current Connecticut Certified Police Officers: In accordance with the Police Officer Standards and Training Council Regulations of State Agencies, Section 7-294e-2, as revised, Connecticut-certified Police Officers who seek comparable position in another municipality, *with less than two years of post-certification experience*, must return and complete the Council approved police basic training program at the Academy and a 400-hour Field Training Program.

Method of Selection

Non-Certified Applicants: Candidates who successfully pass all phases of the examination for this position will have their names placed on an Eligible List.

The examination process includes: Certification of Physical Ability, Written Examination, and the Oral Board Interview.

Certification of Physical Ability: Candidates must meet departmental physical fitness standards at the **40th percentile** level certified through CHIP, Inc. ~~prior to the written test. A copy of a valid CHIP certification card (both front and back) must accompany application materials, or be shown the day of the exam.~~ To participate in the physical ability testing, candidates must register with CHIP, Inc. by completing the registration form in this packet and mailing it directly to CHIP, Inc. The Physical Ability Test is designed to determine if an applicant has sufficient physical strength and agility to defend him or herself and/or to subdue a violent person.

NOTE: The CHIP certification card will enable you to bypass the agility test for most Connecticut towns for a six month period.

Written Examination: The date for the written examination is **Saturday, August 5, 2006 at 9:00 a.m.** **Information confirming the exam date and location will be mailed to you prior to the date of examination.** The minimum passing score on the written examination is 70. You must pass the written examination to be eligible for an invitation to the oral board interview. Candidates who fail to achieve the minimum passing score on the written examination will be disqualified from any further consideration for the position. The Town of Enfield reserves the right to administer a second written examination at its discretion.

Oral Board Interview: The last phase of the examination for Police Officer will be an interview before a panel of police and/or personnel representatives. This phase of the examination is designed to aid in the determination of a candidate's maturity, communication skills and motivation for the position. The Town reserves the right to limit the number of candidates who are invited to the oral interview. Candidates who have passed the written examination, but who have failed this portion of the examination, will be disqualified at this time from any further consideration for the position of Police Officer.

Background Investigation: A thorough background and character investigation will be conducted for the specific purpose of obtaining pertinent data for the Town of Enfield Police Department to consider in determining suitability for employment as a Police Officer. Eligible candidates will be requested to authorize a release of personal information, however personal or confidential it may appear to be, including but not limited to: educational, financial/credit agencies and institutions, medical history, employment history, legal complaints, arrests or convictions, and motor vehicle history.

The Police Chief reserves the right to reject any eligible candidate whom, on the basis of background and character investigation or medical examination, does not appear to be the most suitable qualified candidate for the position in accordance with provision of the Town of Enfield Personnel Rules.

If you fail to appear for any part of the examination process, or if you do not pass any part of the examination, your name will be removed from any further consideration.

An individual appointed to the position must satisfactorily complete a one (1) year probationary period.

Failure to complete and submit ALL application materials by the closing date of July 25, 2006 will automatically disqualify your application.

Discrimination because of race, color, sex or sexual orientation, religion, age, national origin, disability or veteran's status is prohibited by law. The Town of Enfield actively supports this legislation. EOE/AA/M/F

Requirements for the Certification of Physical Ability

The Physical Ability Assessment

Passing the Physical Ability Assessment is a prerequisite for candidacy with every police department in the State of Connecticut. The Physical Ability Assessment was adopted by the Police Officer Standards and Training Council of the State of Connecticut and includes the following four components:

▶ Muscular Endurance	Sit Up	The score is the number of bent leg sit-ups performed in one minute. This is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing police tasks that may involve the use of force.
▶ Flexibility	Sit And Reach Test	The “sit and reach” test measures the flexibility of the lower back and hamstrings and the candidate’s range of motion. The test involves stretching out to touch the toes and beyond with extended arms from the sitting position. The score is in inches reached on a yardstick with a 15-inch mark being at the toes and the 36-inch mark being at the far end away from the toes.
▶ Absolute Strength	Bench	This test consists of one (1) repetition of maximum bench press using Dynamic Variable Resistance (DVR) protocol. The assessed score is a ration of weight pressed divided by body weight.
▶ Cardiovascular Capacity	1.5 Mile Run	Candidates will perform a 1.5 mile run with scores assessed in minutes: seconds.

Sex/Age

40th PERCENTILE STANDARDS

Male	Sit-up	Flex	Bench Press	1.5 Mile Run
20-29	38	16.5"	99% of body weight	12:25
30-39	35	15.5"	88% of body weight	12:51
40-49	29	14.3"	80% of body weight	13:46
50-59	24	13.3"	71% of body weight	14:54
Female	Sit-up	Flex	Bench Press	1.5 Mile Run
20-29	32	19.3"	59% of body weight	14:49
30-39	25	18.3"	53% of body weight	15:25
40-49	20	17.3"	50% of body weight	16:12
50-59	14	16.8"	44% of body weight	17:14

(information provided from the CHIP, Inc. website, www.policecertification.com)

PHYSICAL ABILITY ASSESSMENT
(203) 235-5865 or www.policecertification.com

Assessment Date	Time	Location	Registration Deadline
Saturday, June 24, 2006	Issued to you once CHIP, Inc. receives your registration forms	Platt High School. Go to www.policecertification.com under Physical Ability Assessment Schedule	* June 17, 2006 * Forms must be mailed one week prior to the assessment date you choose
Saturday, July 15, 2006	Issued to you once CHIP, Inc. receives your registration forms	To be determined. Go to www.policecertification.com under Physical Ability Assessment Schedule	* July 8, 2006 * Forms must be mailed one week prior to the assessment date you choose

Complete Health & Injury Prevention Inc. (CHIP) administers the Physical Ability Assessment for multiple towns. After successful completion of the assessment, individuals will be issued a CHIP card. The card is valid for six months from the date of the assessment and is accepted by more than 40 participating departments. Participating Agencies may establish specific minimum standards 40th or 50th percentile for their process. **The Town of Enfield requires the 40th percentile.** Contact CHIP at (203) 235-5865 with any questions regarding the Physical Ability Assessment.

~~** CHIP cards that expire before the written test will not be accepted.~~

How to Register for the Physical Ability Assessment

To register for the Physical Ability Assessment candidates must mail in one envelope the following three (3) items:

1. Medical Approval Form signed and dated by a Physician.
2. Registration Form
3. A non-refundable \$40.00 assessment fee made payable to: CHIP Inc. **(Personal checks are not accepted)**

**Mail to: CHIP Inc.
P.O. Box 774
Meriden, CT 06450**

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- On the day of the assessment you must present (2) forms of identification. One must be a photo identification.
 - Appropriate athletic attire should be worn to the assessment including sneakers.
 - If you are not contacted by CHIP prior to the assessment date that you have registered for the for call (203) 235-5865.

Registration Form

Complete this form and mail it along with a completed Medical Approval Form and a non-refundable \$40.00 assessment fee (money order or bank check) to:

CHIP Inc.
P.O. Box 774
Meriden, CT 06450

Neatly print or type below.

Name _____
First Last MI

Age _____ (circle one) Male / Female

Address: _____

City State Zip

Home Phone () _____ Other Phone () _____

City/Town to which you are applying: _____

Assessment Date: _____

(By failing to appear at the specified assessment date above you will forfeit your assessment fee and registration forms will not be carried over to future assessments)

** In case of inclement weather we would post information regarding the cancellation or postponement of the assessment on [www. policecertification.com](http://www.policecertification.com) under the calendar and current job opportunity sections.*

Complete Health and Injury Prevention, Inc.
P.O. Box 774
Meriden, CT 06450
(203) 235-5865

Physical Ability Assessment
Medical Approval Form

To be filled in by Physician:

This is to certify that I have reviewed the attached for elements of the *Connecticut Police Officer Standards and Training Council's* Physical Ability Assessment. After reviewing said document, it is my professional opinion that the candidate named below:

Candidate's Name: _____

Department(s) Applying to: _____

CAN SAFELY PERFORM THE PHYSICAL ABILITY ASSESSMENT.

Physician's Signature: _____ Date: _____
(M.D. or D.O)

Physician's Name and
Address (Type or Imprint
With Office Stamp

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POLICE EMPLOYMENT APPLICATION

TOWN OF ENFIELD

THIS APPLICATION MUST BE POSTMARKED NO LATER THAN **JULY 25, 2006**. LATE APPLICATIONS WILL NOT BE ACCEPTED.

NOTE: Discrimination because of race, color, sex or sexual orientation, religion, age, national origin, disability or veteran's status is prohibited by law. The Town of Enfield actively supports this legislation.

IMPORTANT: This application is considered part of the examination process, and MUST be fully completed. Incomplete applications may be rejected. Be brief, but you should include all important information related to your qualifications for this position. All statements are subject to investigation and any facts found to be false, exaggerated or misleading may result in your disqualification.

There is a non-refundable application fee of twenty-five (25) dollars to participate in this process. The \$25 fee MUST be enclosed with this application. ~~You will also be required to have a current and valid CHIP card showing you have taken and passed the CHIP Physical Ability Assessment at time of registration for the test.~~ If you do not have a CHIP card, you should apply for one at the earliest possible date.

PERSONAL INFORMATION

DATE _____, 2006 SOCIAL SECURITY #

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Month Day Year Please write one number in each box

NAME _____
Last First Middle

CURRENT ADDRESS _____
Number and Street City State Zip

DAY PHONE # () _____ EVENING PHONE # () _____

NOTE: You must be at least 20 years old to take this test. By law, you must be at least 21 years old to be admitted to the Police Officer Standards and Training (POST) academy program, and all new police recruits MUST attend the academy. Therefore you must be 21 years of age at the time you are hired.

Are you at least 20 years old?

Yes ☐ No ☐

If not yet 21 years old, when is your 21st birthday?

____/____/____
Month Day Year

Are you now or have you ever been employed by a law enforcement agency in Connecticut?

Yes ☐ No ☐

Are you currently certified as a Connecticut Police Officer?

Yes ☐ No ☐ POST ID# _____
(If certified)

Are you a citizen or naturalized citizen of the U.S.A.?

Yes ☐ No ☐

DRIVERS LICENSE # _____ STATE _____ TYPE _____

ARMED FORCES INFORMATION

If you have been in the armed forces, please complete the following:

Branch of Service _____ Service Number _____ From: (M/D/Y) _____ To: (M/D/Y) _____

Type of separation _____

While in the service, did you receive any police-related training (such as military police)? Yes ☐ No ☐

EXPLAIN: _____

EDUCATION

For each category below, circle the highest educational level you have completed.

High School _____
School name, city and state

9 10 11 12
Circle highest year completed

Did you graduate?
☐ Yes ☐ No

College _____
College name, city and state

1 2 3 4
Circle highest year completed

Did you graduate?
☐ Yes ☐ No

Other _____
School name, city and state

1 2 3 4
Circle highest year completed

Did you graduate?
☐ Yes ☐ No

If you attended college, what was your: _____
Major Minor Highest degree earned

High School Equivalency Diploma (GED)? Date of diploma (M/D/Y) _____ Number _____

EXPERIENCE: In the space provided below, give a complete record of your employment, beginning with your present or most recent job. Account for all periods, including self-employment and unemployment. Use extra paper if necessary.

Employer: _____
Company name Company address Company Phone #

Your Job Title _____ Dates _____ Annual Salary _____
From (M/D/Y) To (M/D/Y) Starting Ending

Supervisor and Title _____ Reason for Leaving _____

DUTIES _____

Employer: _____
Company name Company address Company Phone #

Your Job Title _____ Dates _____ Annual Salary _____
From (M/D/Y) To (M/D/Y) Starting Ending

Supervisor and Title _____ Reason for Leaving _____

DUTIES _____

Employer: _____
Company name Company address Company Phone #

Your Job Title _____ Dates _____ Annual Salary _____
From (M/D/Y) To (M/D/Y) Starting Ending

Supervisor and Title _____ Reason for Leaving _____

DUTIES _____

Employer: _____
Company name Company address Company Phone #
Your Job Title _____ Dates _____ Annual Salary _____
From (M/D/Y) To (M/D/Y) Starting Ending
Supervisor and Title _____ Reason for Leaving _____
DUTIES _____

Have you ever been fired or asked to resign from a job? Yes ☐ No ☐

If YES, please explain here: _____

Are there any other experiences, skills or qualifications which will be of benefit in the job of police officer (such as CPR, firearms training, etc.)? If so, please explain below.

IMPORTANT – READ THE INFORMATION BELOW AND SIGN YOUR APPLICATION

Do you understand that as part of the testing process you will be required to submit to a polygraph examination, a thorough background investigation, a psychological examination and fingerprinting as well as a physical fitness test, a physical examination and drug testing?

Yes ☐ No ☐

My signature below certifies that the information provided in this application is correct and truthful. I realize that falsifying any information submitted may be grounds for rejection of this application or termination of employment. I also give consent to the Town of Enfield to check previous employers, educational records, and references and release the Town of Enfield, its agents and employees from any liability that might arise from such disclosures. I further understand the acceptance of this application does not constitute an employment agreement. Failure to completely fill out this application may result in my disqualification from any further consideration for employment. **I ACKNOWLEDGE THAT I HAVE READ THIS INFORMATION AND THAT I UNDERSTAND THE REQUIREMENTS FOR EMPLOYMENT WITH THE TOWN OF ENFIELD.**

Signature Date

APPLICATIONS MUST BE RECEIVED OR POSTMARKED NO LATER THAN JULY 25, 2006

MAKE APPLICATION FEE OF \$25.00 PAYABLE TO: Town of Enfield

**Mail Completed Application to: Town of Enfield
Human Resources Department
820 Enfield Street
Enfield, CT 06082**

IF YOU HAVE ANY QUESTIONS ABOUT:

- The application process or the written test, call the Human Resources Department at (860) 253-6345.
- The Physical Ability Assessment, call the Complete Health and Injury Prevention (CHIP) at (203) 235-5865 or visit their website at www.policecertification.com.
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THE TOWN OF ENFIELD IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER.

**POLICE TEST
REQUEST FOR FEE WAIVER**

I request a waiver of the police test application fee for the following reason (check all that apply):

- ☐ I am currently receiving public assistance from the following city, town or state agency:
_____.
- ☐ I am currently receiving federal social security disability insurance benefits.
- ☐ I am currently receiving unemployment compensation benefits from the State of
_____.
- ☐ If you are receiving unemployment benefits or have had them discontinued, how long did you receive them?
- ☐ From _____ To _____
(date unemployment benefits began) (date benefits were discontinued)
- ☐ My total family income is below the current federal poverty guidelines (see guidelines on next page).
- ☐ Other reasons (s) (please write below)

My signature below attests to the fact that the statements made above are true. I understand that filing false information could be grounds for my disqualification from the process.

Signature

Date

2006 HHS Poverty Guidelines

Size of Family Unit	48 Contiguous States and D.C.	Alaska	Hawaii
1	\$9,800	\$12,250	\$11,270
2	\$13,200	\$16,500	\$15,180
3	\$16,600	\$20,750	\$19,090
4	\$20,000	\$25,000	\$23,000
5	\$23,400	\$29,250	\$26,910
6	\$26,800	\$33,500	\$30,820
7	\$30,200	\$37,750	\$34,730
8	\$33,600	\$42,000	\$38,640
For each additional person, add	3,400	4,250	3,190

SOURCE: *Federal Register*, Vol. 71, No. 15, January 24, 2006, pp. 3848-3849

**TOWN OF ENFIELD
AFFIRMATIVE ACTION**

Each applicant for employment with the Town of Enfield is requested to provide the following voluntary information to be used solely for Affirmative Action reporting purposes. It will be detached when your application is filed and the information on it will be kept confidential and will not be considered in the employment process.

1. Ethnic Group (Please check one)
a. ☐ White b. ☐ Black c. ☐ Hispanic d. ☐ Native Amer./Alaskan Native
e. ☐ Asian/Pacific Islander f. ☐ Other _____
2. Sex: a. ☐ Male b. ☐ Female
3. Age: a. ☐ 16 or less b. ☐ 17-25 c. ☐ 26-40 d. ☐ 41-65 e. ☐ 66+
4. Type of work desired (please indicate one preference)
a. ☐ Administrative (Managerial or Dept. Head, etc.)
b. ☐ Professional (Asst. Dept. Head, Police Lieutenant, Recreation Spv., Librarian, etc.)
c. ☐ Technical (Engineering Aide, Police Sergeant, etc.)
d. ☐ Protective Service (Police Officer)
e. ☐ Office/clerical (Clerk-Typist, Secretary, Accounting Clerk, Dispatcher, etc.).
f. ☐ Skilled craft (Equipment Operator, Mechanic, etc.)
g. ☐ Service/Maintenance (Custodian, Laborer, Refuse Collector, etc.)
h. ☐ Summer employment
5. I applied to the Town of Enfield in response to:
a. ☐ Advertisement _____ (name of publication)
b. ☐ Connecticut Employment Service
c. ☐ Community or professional organization or Agency
Name: _____
d. ☐ Referred by a Town employee
e. ☐ Website _____ (specify which site)
f. ☐ Other

Name: _____
(Please print)

Address: _____
Street Town State Zip

Date: _____